

DEPUTY SHERIFF – CAPTAIN

GENERAL STATEMENT OF DUTIES

Performs supervisory and specialized law enforcement work in one major division for the Sheriff's Office.

DISTINGUISHING FEATURES OF THE CLASS

An employee in this class performs administrative and supervisory law enforcement work in directing one of the major divisions for the Sheriff's Office. Work involves the planning, assignment, and supervision of designated activities of the division. Considerable judgment and initiative are required in developing and administering divisional programs and in all public contact. Work is performed in accordance with established departmental policies and procedures, local ordinances, state statutes and federal laws. Employee is subject to the usual hazards of investigative and general law enforcement work. Duties are performed under the general supervision of higher level law enforcement official and are evaluated in terms of the effectiveness of the unit's work accomplishments.

ILLUSTRATIVE EXAMPLES OF WORK

- Receives all reports on crimes and complaints, plans preliminary action to be taken and assigns cases to investigators; plans caseloads daily.
- Reviews all cases with investigators for accuracy and offers suggestions on how cases may be handled.
- Visits the scenes of all major crimes to determine exact nature of law violations, supervises the search for clues and preliminary interrogations of suspects; oversees the gathering and labeling of evidence found, lifting of latent fingerprints and photographing pertinent evidence.
- Interviews complainants, suspects, witnesses, and other persons who may have information related to crimes or suspected criminal activity as necessary.
- Supervises the communications with informers and surveillance over known agitators, suspected narcotic dealers, and other suspected law violators.
- Oversees / prepares detailed investigation and arrest reports; assembles and organizes statements and evidence for presentation in court; attends court and presents evidence and testimony.
- Requests and coordinates assistance from other law enforcement agencies in conducting criminal investigations and making arrests.
- Confers with Sheriff, Chief Deputy and other management levels as necessary regarding investigations and keeps them informed of case progress.
- Follows up on citizens' complaints to determine appropriate actions.
- Submits recommendations concerning equipment, personnel, and other needs to department management to ensure effective operations within the Division.
- Performs related duties as required.

KNOWLEDGE, SKILLS, AND ABILITIES

- Considerable knowledge of modern criminal investigative practices and procedures.
- Considerable knowledge of the geographical layout of the county.
- Considerable knowledge of federal, state, and county laws relative to criminal investigations.
- Ability to exercise sound judgment in emergency situations.
- Ability to supervise and coordinate work of the other employees.
- Ability to make observations and remember names, faces, and various details.
- Ability to prepare clear and comprehensive reports.

MINIMUM EDUCATION AND EXPERIENCE

Graduation from high school and two (2) years experience in law enforcement work in a supervisory position; or an equivalent combination of experience and training.

SPECIAL REQUIREMENT

Refer to the N.C. Criminal Training and Standards Council Act and the N.C. Criminal Justice Training and Standards Council for employment, education, and training for law enforcement officers.

Special Note – This is a generalized representation of positions in this class and is not intended to identify essential functions per ADA. Examples of work are primarily essential functions of the majority of positions in this class, but may not be applicable to all positions.

Randolph County 3/2002